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# EASIER TYPING

Conserve your energy

Conserve your time

Conserve your typewriter

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U. S. DEPARTMENT OF

AGRICULTURE



This pamphlet suggests how you  
can do your typing easier, quicker,  
and better. Use as a desk reference.

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OFFICE OF PERSONNEL, DIVISION OF TRAINING  
U. S. DEPARTMENT OF AGRICULTURE  
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## Introduction

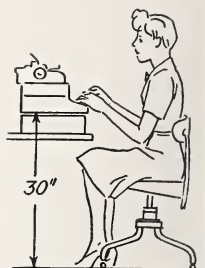
**E**NERGY, TIME, AND TYPEWRITERS are precious. **EASIER TYPING** outlines the conservation of all three.

**Conserve your energy!** Most typists work too hard at *typewriting*. Skilled typing is fun. The average typist puts about 14 to 17 *pounds* of pressure into each typewritten stroke, whereas only 13 to 17 *ounces* are necessary for standard and 4 to 6 *ounces* for noiseless typewriters.

**Conserve your time!** Study your job—are you doing things that need not be done? Can you rearrange your desk to save reaching, swinging around, and stooping? Study the short cuts suggested in this pamphlet—they may save many precious moments for more important work. You may know of some better short cuts.

**Conserve your typewriter!** Clean and oil your machine properly. Learn to change the ribbon yourself. Well-cared-for machines operate enough easier to more than pay for time spent on them. Good care also extends the life of the machine. Improper ribbon threading is responsible for 40 percent of all typewriter-repair calls. Improper threading will lock the mechanism and throw it out of gear—the ribbon is its “gearshift.”

## Posture pointers

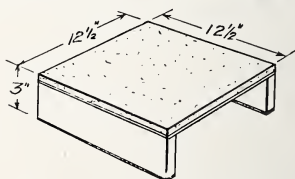
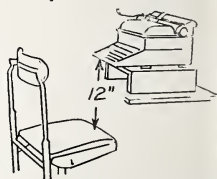


A TYPEWRITER placed high enough so that the backs of your hands conform comfortably to the slant of the keyboard will reduce muscle tension in forearm and hand. For most people this height is 30 inches from the floor—the height of most office desks is 30 inches. Typists who complain of backache, headaches, stiff necks, and end-of-day fatigue after a great deal of typing will find relief in a change from the standard 26-inch typewriter-table height to this new height.



To give your body support and balance—especially for carriage throw—adjust your chair so that your feet just rest firmly on the floor.

The typewriter base should then be placed about 12 inches above the top of your chair seat. Your back should be straight, not bowed over. A typewriter too low can make any typist round-shouldered. If your desk does not allow for correct typewriting position, a simple box simi-



lar to the one illustrated may be constructed to raise your typewriter to the proper height. Rubber stair treads may be fastened to the bottom edges of the box to prevent it from sliding.

All these posture pointers will help to reduce fatigue, and this will naturally result in fewer errors and a greater output of work.

## Daily do's



1. **Dust the outside** of your typewriter every morning. Keep it covered when not in use; room dust sifts into the mechanism.



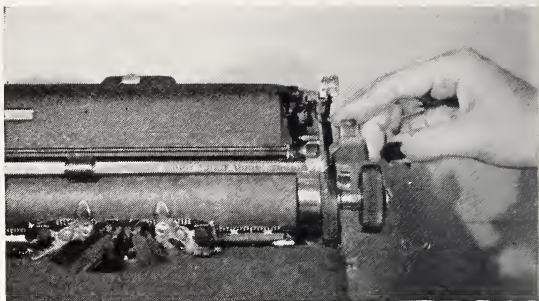
2. **Dust underneath** the typewriter. Air circulation carries dust particles that lie on your desk up into working parts of the machine.



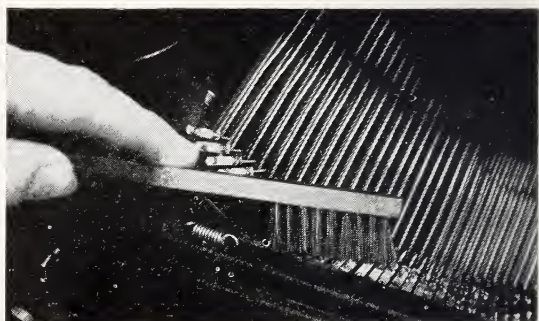
3. **Brush out erasure dust** from type segment. Erasers are made of rubber and ground glass or other abrasives. This material destroys bearings.

4. **Release paper feed rolls** when not typing during day, and *always* at night. This keeps flat spots from developing on feed rolls and platen. (See next page.)

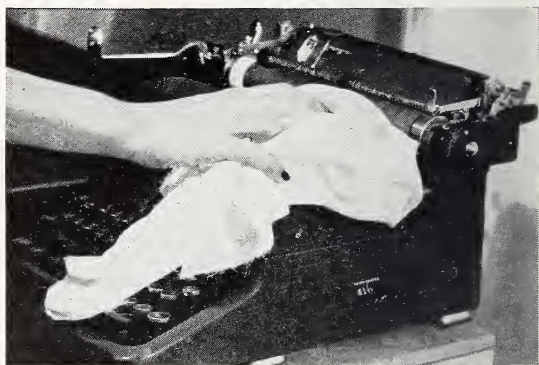




5. Clean type with a stiff brush. Use fluid sparingly. **CLEAN EACH NIGHT**—ink on the type will still be wet and can be removed more easily.

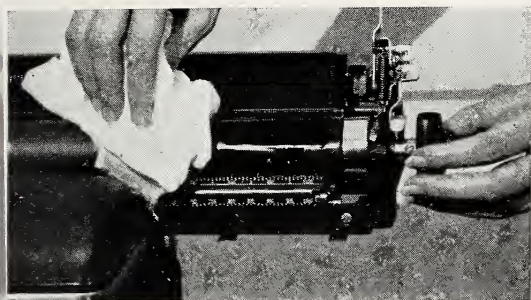


## Weekly do's

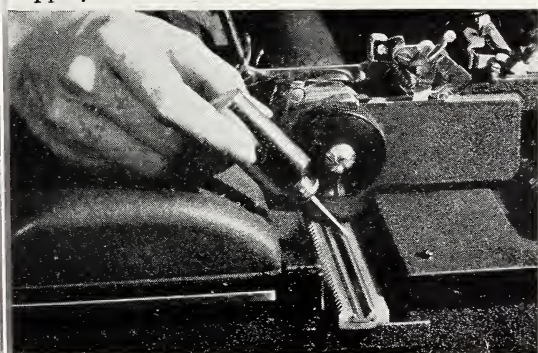


6. Wipe all open places thoroughly with a dust cloth. Use a long-handled stiff brush on parts hard to reach.



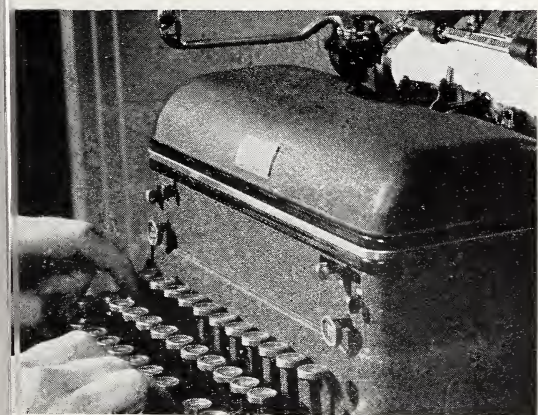


7. **Clean platen** (rubber roller and feed rolls) with **ALCOHOL** and soft rag. When ink and dust collect on platen, it becomes smooth and slippery.



8. **Oil guide rails.** Brush all dust from the rail and put **ONE** drop of oil on each end—move carriage back and forth to distribute it.

### **Sticky type bar**



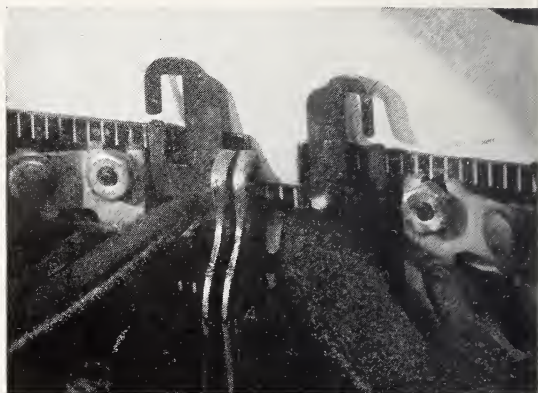
Release a type bar that sticks by holding back-spacer down and striking the key that balks. Protect the platen with paper.

## Lifting your typewriter

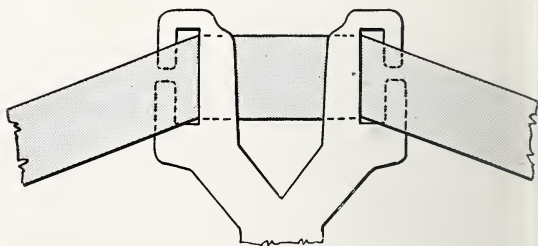
Always pick up your typewriter by the base, if it must be moved. If grasped at any other point, machine may easily be damaged.

## Ribbon change

Do you find changing the ribbon a nuisance? HERE'S HOW for all makes of typewriters:



1. **Wind old ribbon** on right-hand spool and unfasten from left-hand spool. Observe travel of ribbon as you wind. Remove ribbon and spool from typewriter. (Save spool for salvage.)



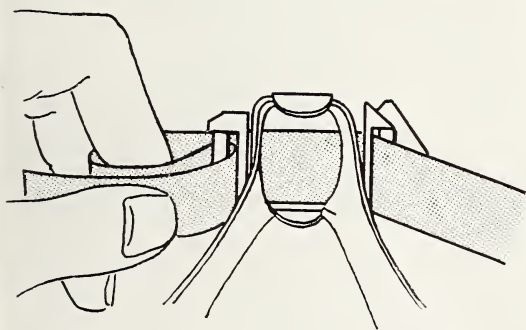
2. **Place new ribbon** on right side and hook on left-hand spool. (Black edge at top for two-color ribbon.)

3. **Raise carrier** to highest threading level by—

- . Throwing ribbon indicator on red;
- . Locking shift key;
- . Colliding two keys in upper row.

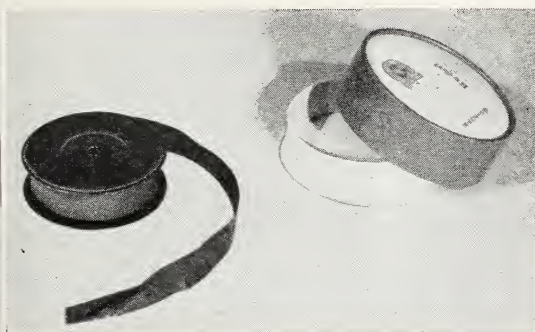


4. Put ribbon back of ribbon carrier.
5. Loop or thread ribbon through carrier exactly as you noticed its travel when winding.



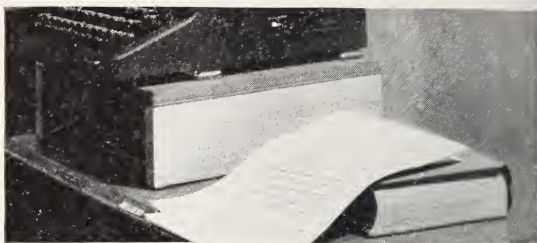
6. Release shift lock, release collided keys, and throw ribbon indicator back on black.

## **Avoiding ribbon smudge**

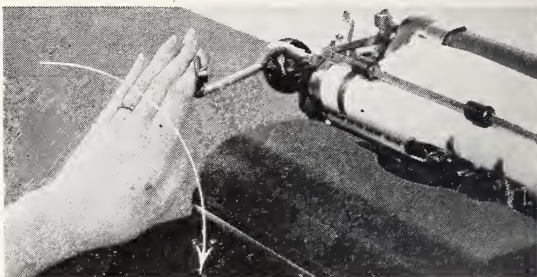


New typewriter ribbons often smudge the ribbon copy. Manufacturers suggest unwrapping a heavily inked ribbon a week or two before use. Exposure to the air dries off excess ink but does not change printing quality.

## Typing from copy



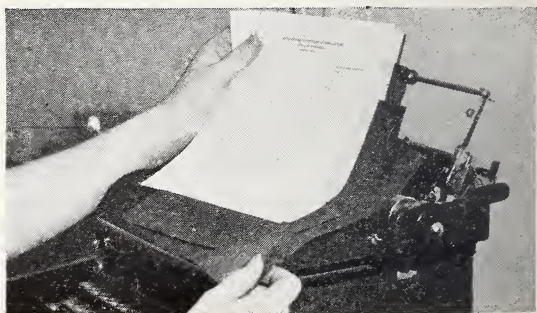
Prevent eyestrain by placing a book or some other object under copy to raise it to a slanting position.



Put copy on the side opposite the carriage lever so that you will not break your line of vision every time you shift. The average typist returns the carriage 1,500 times in an 8-hour day.

By the way, if you can save a second on each of those 1,500 carriage returns, it will net you 25 minutes for other work.

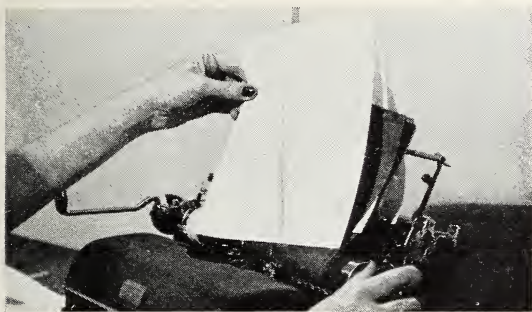
## Preventing carbon smudge



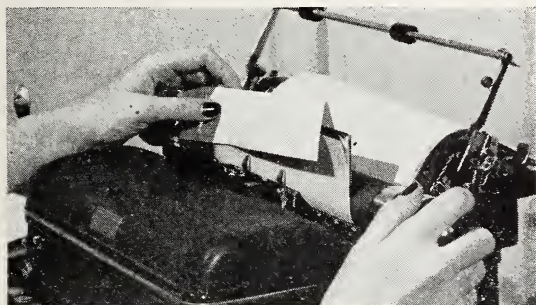
Cut off the upper left-hand corner of your carbons. Grasp this corner of the completed pack of typewritten sheets—the carbons will slide out.



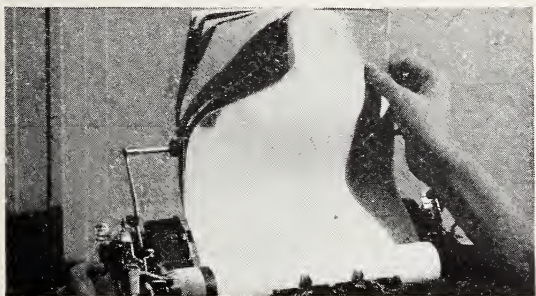
## Feeding carbon pack



1. For a few carbons, insert original and second sheets, turn into the platen about an inch, insert carbons. When finished, the paper fingers will remove carbons automatically.



2. For heavy packs, fold a smaller strip of paper over the top of carbon pack. This saves fumbling to straighten sheets after they are in.



3. For excessive packs, roll a piece of letter-size paper completely around the platen, insert the pack between the open flap of the paper and the roller.

## Manifold mess



A sheet of heavier paper placed at the back of a carbon pack prevents manifold paper creasing and "treeing" with carbon lines.

## Making corrections



Even the best of typists make mistakes. A shield is an aid to neat erasure. Remember to put heavy card or paper in back of carbon when erasing. MOVE CARRIAGE TO EXTREME LEFT OR RIGHT SO THAT DESTRUCTIVE ERASURE DUST WILL NOT FALL INTO WORKING PARTS OF MACHINE. Then, don't strike the key too hard. Tap the proper letter lightly, repeating until the intensity of color matches original.

To erase on bottom of page having a number of carbons, roll sheets backward in machine so that the place to be corrected rests on platen. This leaves bottom edges of sheets free. Insert card or paper under word to be corrected and erase in usual manner. Roll back into position, and type in correction.



## Inserting letters

To fill in a missing letter at the end of a word—

1. Place the carriage at the next space.
2. Depress backspacer halfway and hold.
3. Type in missing letter. (On some typewriters this may also be done by depressing the space bar and holding it as letter is typed in.)

To substitute a one-letter-longer word, such as "have" for "had"—

1. Erase the incorrect word.
2. Place the carriage at the first space to be corrected.
3. Front-space twice (only once on Underwood and Royal Standard).
4. Depress backspacer and hold.
5. Type in letter.
6. Repeat steps 3, 4, and 5 for each letter typed in.

## Taking telegrams

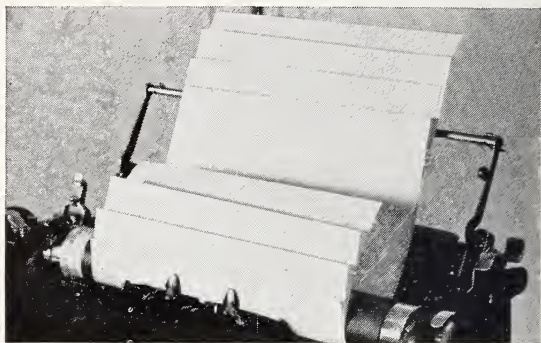
On hurry-up calls to "take a telegram" or write a brief memo, don't remove the letter you are writing from the machine. Instead—

1. Back-feed the paper in the machine to show a 2-inch top margin.
2. Insert the first sheet of the telegram in front of the original against paper table.



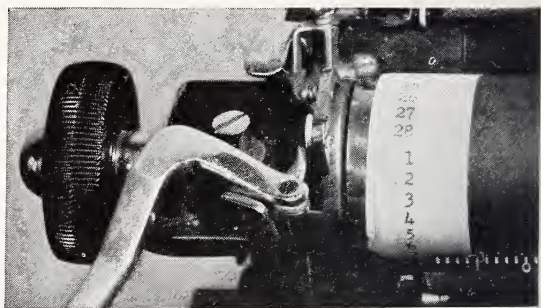
3. Insert the second telegram sheet against the coated side of the carbon (between the carbon and your letter's second sheet) and similarly for each carbon you have in your machine.
4. Turn the platen knob to bring the telegram sheets into position.
5. Type the telegram.
6. Back-feed to remove telegram sheets.
7. Front-feed to your letter and continue.

## Numbering manuscript



When it's necessary to complete a manuscript before numbering pages, you may number them by **fanning a pack** into the machine and back-spacing as you turn platen to number the edges.

## Evenly alined manuscript

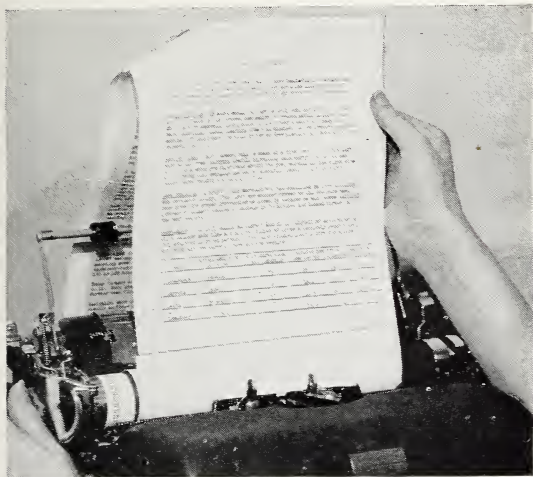


Do you want all your pages of manuscript to end on same line? Prepare a strip of paper with lines numbered vertically and fold around left end of typewriter platen, fasten with scotch tape. Always feed manuscript pages into machine in alinement with number one. Note the line on

which you end the first manuscript page and finish succeeding sheets on same line.

## Back feeding

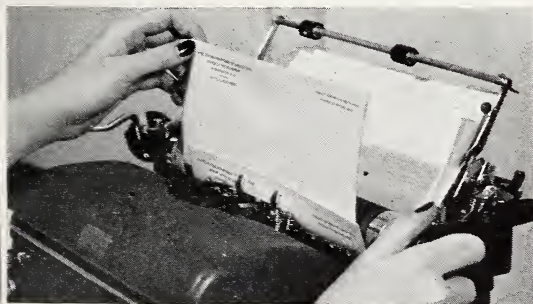
To correct pages stapled on a manuscript cover, back-feed.



1. Feed in a single sheet until edge appears above paper fingers.
2. Insert sheet to be corrected between paper and roller.
3. Turn back platen.

No matter how thick the book, if the text runs parallel to the binding, insertions or corrections can be made by this method.

## Chain feeding

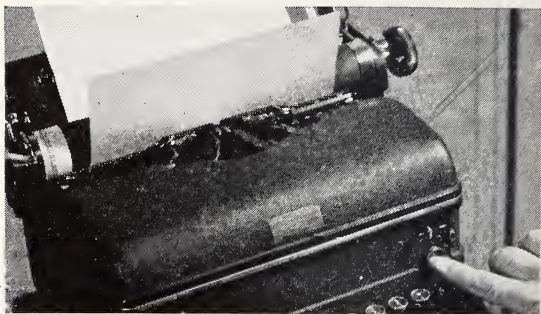


To save time on cards and envelopes, back-feed. Insert the next envelope behind top of one you have typed. They will stack up in proper order for sealing and stamping at back of paper table.

## That bottom line

To hold paper steady near the bottom of page, insert a sheet of paper directly between original and first sheet of carbon paper at back of platen. This extension sheet will grip the pack; no uphill-downhill line.

## Centering headings



This is the simplest and easiest method:

1. Crease top of letterhead or otherwise find exact center. Place this in machine at writing position. Set a tabulator stop at this position and move side guide to touch paper. When you wish to center the heading depress tabulator bar or key. By backspacing one space for *each two* characters in entire heading, the same number of letters will be typed on either side of the center. To double space the heading, back space one full space for *each* letter in the heading.

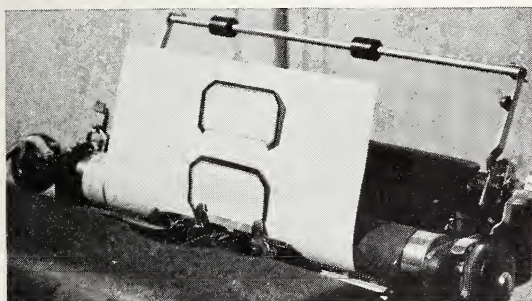
## Making special characters on your typewriter

A number of additional typewriter characters can be made by overprinting standard characters as follows:

Paragraph mark	) (	Parentheses
Star	★	Capital A and small v
Division	÷	Colon and hyphen
Dollar	\$	Capital S and oblique
Pound Sterling	£	Capital L and hyphen
Exclamation	!	Apostrophe and period
Equation	=	Hyphen—turn the variable slightly

Cedilla	ç	Small c and comma
Section	§	Two small s's—turn the variable slightly
Plus	+	Oblique and hyphen
(Or a neater plus)	+	Hyphen and two apostrophes—turn variable slightly
Minus	-	Hyphen
Cent	¢	Small c and oblique

## Typing narrow labels



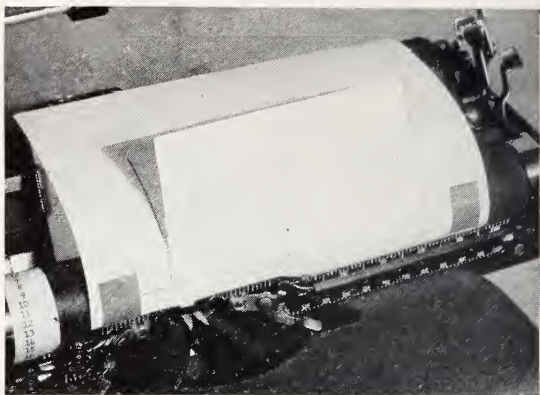
1. On a regular 8" x 5" card or larger, cut a line approximately **one-fourth inch shorter than the label**—preferably with a razor blade.
2. At both ends of cut, **make notches** not more than one-eighth inch wide. This will form a pocket for the label.
3. **Fit the label into the card** and roll into the machine.
4. For a number of labels, cut **several pockets** on a large card. The same card can be used again and again.

## Feeding small cards

To speed up on small cards when you have no card-holder attachment—

1. **Crease a pleat** across a larger sheet of paper to form a pocket for the card. Tape at sides to hold in place.
2. **Insert the pleated sheet** in the machine around the platen and leave permanently.
3. **Drop a card into the pleat.**

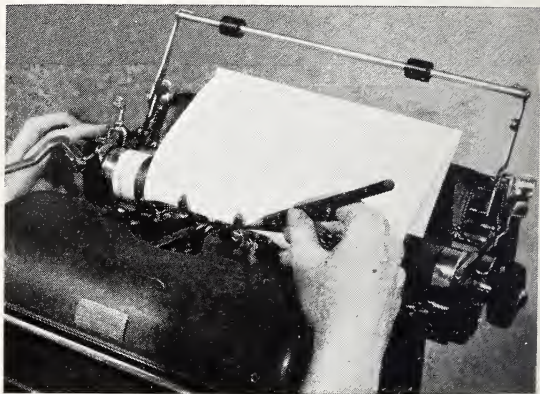




4. Turn platen to feed backwards.
5. Draw pencil line against left edge of card on pocket sheet to serve as a margin guide.

## Drawing lines

If you have to set up a table of figures and have no forms, you can make up temporary forms as follows:



**Vertical lines**—Release the variable line spacer, hold the pencil firmly at the line point and twirl the platen knob.

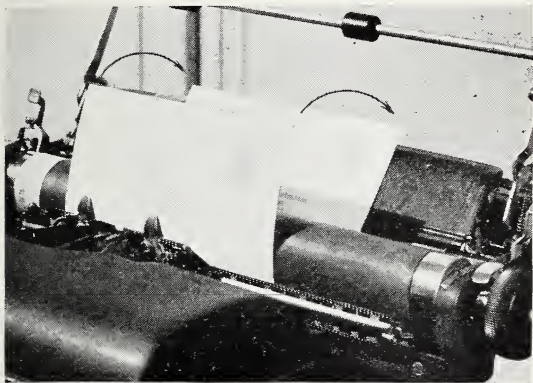
**Horizontal lines**—Insert pencil at corner of ribbon guide and move the carriage across the paper to complete line.

Locking the shift key and releasing the ribbon as for typing stencils makes these operations easier.



## Typing cards on both sides

Here's a speedy "wrinkle" for typing both address and message on postcard without taking the card from the machine. After typing one side, give platen a quick, snappy turn. The card will strike the paper table and drop back behind the platen in reverse. Another twirl



and the card is in proper position to write message on other side. Clever typists save even more time—they give an extra flip to platen at the end, and the card sails over back of machine into receiving basket. Practice makes perfect.



*Let's build* EASIER TYPING into a more helpful manual by adding short cuts you have picked up during your experience as a typist. Any practice which you have found saves time or helps get work out easier or quicker is worth something to other typists. Won't you send us your suggestions?

Send your ideas to:

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